



Job Announcement

City of Reno, Parks Recreation and Community Services Program Assistant V – Cultural Affairs Temporary Position

The Cultural Affairs Division is seeking a creative individual who has a desire to promote arts and culture programs, events, galleries and services. This position will be assigned to the McKinley Arts and Culture Center. The Program Assistant will also promote and monitor facilities and programs ensuring that the rules and regulations which govern these activities are enforced.

Primary assignments include: public art projects; research and development of arts and culture programs and classes; presentation materials; and a variety of reports. The Program Assistant will also provide backup, as needed, with reservations and coordination of buildings and park shelter rentals. Excellent customer service skills are required for this position.

Candidate must have strong computer skills and preferred experience with Microsoft Office; word processing, database, spreadsheet and PowerPoint.

Minimum Qualifications: Must be 18 or older, two year college degree or equivalent in experience, two years office or program experience and strong computer skills.

This position is a maximum of 17 hours per week (temporary position without benefits). Pay is \$16.00 per hour.

A completed City of Reno application is required. Submit applications to the Parks, Recreation and Community Services, Administration Office at City Hall, 1 East First Street, Suite 1100, Reno, NV.

For more information call Christine Fey, Resource Development and Cultural Affairs Manager at 775-334-2303.

Application deadline: January 30, 2014.